

ANALYZE YOUR JOB STRESS

Source: Headington Institute

Please note: this scale is not a clinical diagnostic instrument and is provided for educational purposes. It merely identifies some of the more common symptoms of job stress. If you have any concerns about your state of emotional health, you should consult with a mental health professional.

Choose a typical day. Write in your daily tasks in order. Include breaks.

- a. Column two note the amount of time spent on that task
- b. Check the S column if this is a stressful task for you.
- c. Check the E column if this is an engaging task for you.
- d. Check the W column if this is a waste of time.
- e. Check the C column if this is absolutely critical to your job.
- f. Note when you get sleepy, bored.

TASK	TIME	S	Ε	W	С	Notes



Check any of the factors below that apply to you.

 Work overload	 Poor pay
 Job insecurity	 Excessive travel
 Too much responsibility	 Limited chance for promotion
 Too little responsibility	 Bias (gender, religion, race)
 Dissatisfaction with current role	 Problems with management
 Poor work environment (discomfort, danger)	 Problems with client
 Long hours	 Problems with co-workers
 Lack of feedback	 Office politics

Ask yourself to what extent you can remove, or at least reduce the impact of that stress? Would any of the following be helpful for you?

Communication and conflict resolution skills training

- Listening
- Encouraging
- Assertiveness
- Effective management
- Mediation
- Negotiation

Personal skills training

- Basic stress management
- Learning to recognize and manage specific difficulties for you (e.g., anger control, etc)
- Time management
- Personal motivation and work pacing (goal setting, task ordering, how to break down big projects into manageable chunks)
- Career planning (planning for the future, mapping out new skills you would like to learn)

Job-based skills training

- Software packages
- · Project planning
- Specific competencies